



Department of Human Services Bureau of Children and Adult Licensing

Child Care Licensing Division

Family & Group Home Orientation



This orientation will provide you with an overview of the following:

- Licensing rules for family and group child care homes
- 1973 Public Act 116
- Documentation requirements
- Onsite inspection
- Appropriate care and supervision



- Because of time limitations, this orientation only provides an **overview** of Child Care rules and PA 116
- You are responsible for all of the rules and PA 116, even though they may not be covered during this orientation
- Contact your licensing consultant if you have any questions



1973 Public Act 116

- **PURPOSE:**

Protection of children through licensing and regulation

- **ESTABLISHES:**

Who must be licensed or registered



1973 Public Act 116

- Department's authority and responsibilities:
 - To make rules
 - To inspect and investigate home conditions
 - To require homes with private water and sewage system to have an environmental health inspection
 - To review records
 - To determine compliance with child care rules



1973 Public Act 116

Licensee's / Registrant's Rights & Responsibilities:

- To receive a copy of department's findings
- To receive a license or certificate of registration when in compliance
- To maintain rule compliance
- To appeal Department's licensing decisions



1973 Public Act 116

- **All licenses and certificates of registration are issued to:**
 - A Specific Person or Persons
 - At a Specific Location
- **Therefore, the license or registration cannot be transferred:**
 - To a new address if you move
 - To a different person not named on the license or registration





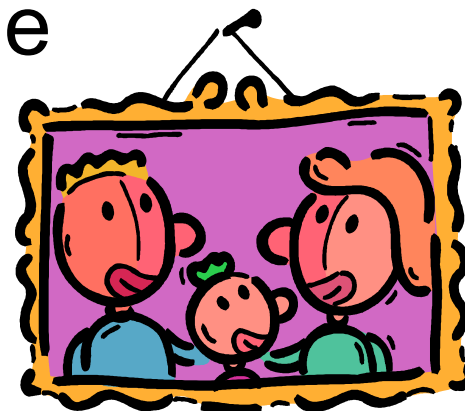
Relative

1973 PA 116 defines

A relative is:

■ Related by blood, marriage or adoption to:

- ◆ the caregiver
- ◆ assistant caregiver
- ◆ adult members of the child care family





Family Home – Group Home Comparison



Family Homes:

- 1 to 6 unrelated children

- 3 year Certificate of Registration

- Initial home inspection within 90 days



Group Homes:

- 7 to 12 unrelated children

- 6 month Original Provisional License


- 2 year Regular License

- Local zoning approval



Family Home – Group Home Comparison

Family Homes:

- 
- No renewal inspection
 - 10% Sample inspection
 - Other inspections (complaints)

Group Homes:

- Renewal inspection
- Interim inspections
- Other inspections (complaints)





CPS Requirements of Providers

1976 PA 238

- Michigan law requires child care providers to report cases of suspected abuse or neglect to the Department of Human Services
- You must file a report with Children's Protective Services immediately



Caregiver

Caregiver means:

- The licensee/registrant
- 18 years of age or older
- Possess a high school diploma or GED
- Resides in home
- Attended orientation
- Fingerprint check through Identix





Caregiver Responsibilities

- Be present in the home the majority of time the children are in care
- Vacation/personal days shall not exceed 20 days in a calendar year when children are in care
- Provide an adult assistant caregiver with valid CPR & 1st Aid in absence of the caregiver
- Notify parents when the caregiver is not present and an adult assistant caregiver is providing the care



Caregiver Responsibilities

- Notify parents when a 14 to 17 year old is assisting with care
- Cooperate with the department during inspections and investigations
- Someone who can comprehend the rules, department communications, and necessary paperwork must be present in the home when children are in care



Caregiver Responsibilities

Report to the department within 7 days:

- Family composition changes
- When new or existing household members have:
 - Arrests
 - Convictions
 - Involvement in substantiated child abuse/neglect
 - Court-supervised parole or probation
 - Treated for an emotional, mental, or substance abuse problem



Caregiver Responsibilities

- Assure that smoking does not occur in the home, or on the premises, when children are in care
- Notify parents if smoking occurs in the home when children are not in care
- Group homes **MUST** post a “No Smoking” sign in a conspicuous place



Assistant Caregiver

Assistant Caregiver must:

- Be 14 years of age or older
- Be under caregiver supervision
- Have proof of valid 1st Aid and CPR training within 90 days of hire
- Be of responsible character and suitable to meet the children's needs
- Be able to provide proof of suitability





Required Training

- Annual training
 - **10 clock hours** for licensee registrant
 - **5 clock hours** for assistant caregiver
 - CPR - every year
- First aid-every 3 years
- SIDS and Shaken Baby Syndrome (for assistant caregiver only)



Emergency Caregiver

- Every caregiver must identify a responsible adult to provide care in case of emergency
- The caregiver shall have a written and **signed agreement** with this responsible adult
- This responsible adult may provide care and supervision **only** in the case of an emergency



Emergency Caregiver

- Any adult providing care in any circumstance other than those situations listed above must meet all requirements of assistant caregiver
- Scheduled medical appointments, shopping, or staff issues are not considered emergency circumstances



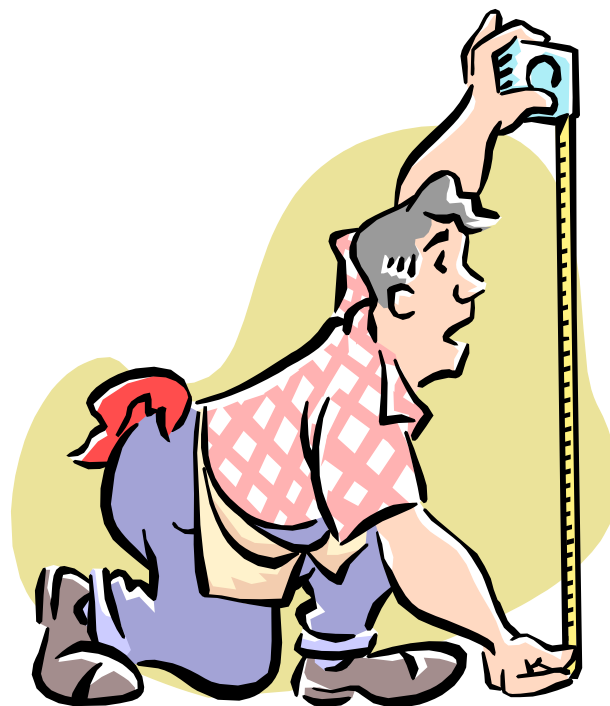
Indoor & Outdoor Space

- Prior approval of child-use space required
- After initial inspection, if you wish to change your approved child use space you must contact your consultant



Indoor Space Requirements

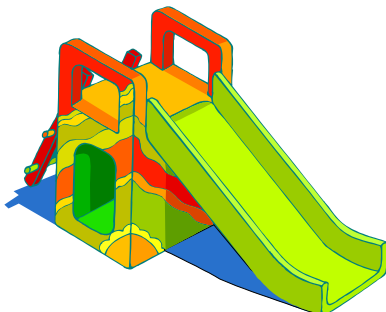
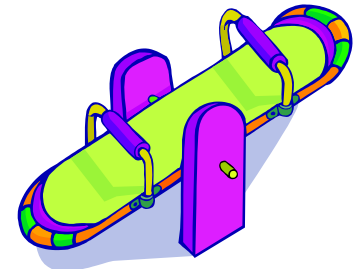
- 35 square feet of useable, accessible indoor space per child present
- Excluding:
 - Bathrooms
 - Storage areas
 - Closets
 - Hallways





Outdoor Space Requirements

- Safe outdoor play space - protected from hazards
 - 400 square feet or more - Family
 - 600 square feet or more - Group
 - On the premises or within walking distance



R400.1920



Number of Children

How do I figure out how many children I can take care of at any one time?????

By understanding what **CAPACITY** and **RATIO** are and how they work together.

- **Capacity** is the maximum number of unrelated children in care at any one time.
- **Ratio** is the proportion of children to care givers present in the home at any given time. Licensing rules require a ratio of 1 caregiver to every 6 children.
- You must be in compliance with both capacity and ration at ALL times.



Capacity

- The **CAPACITY** of a family child care home

- Maximum of **6 UNRELATED** children



- The **CAPACITY** of a group child care home

- Maximum of **12 UNRELATED** children



- The capacity is shown on the license/registration



Ratio

To determine ratio you must count:

- All unrelated children present including:
 - ◆ Child care children
 - ◆ Foster care children
 - ◆ Neighborhood children if they need supervision
- All related children present who are
 - ◆ Under 7 years of age
 - ◆ related to the caregiver
 - ◆ assistant caregiver or
 - ◆ adult members of the child care family



Ratio of Caregiving Staff to Children

Of the **6** children cared for by a caregiver or assistant caregiver:

- Only **4 of the 6** may be under 30 months
-with-
- no more than **2 of the 4** under 18 months

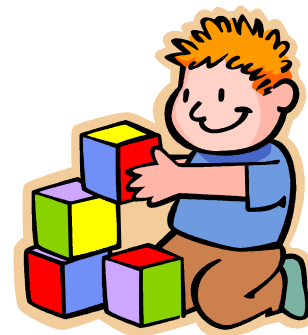


Assistant Caregiver

An assistant caregiver is required when:

- 7-12 children are present in a group home
- The number of children present under 30 months exceeds 4
- The number of children present under 18 months exceeds 2

(Ratio/capacity exercise)





Concurrent Licensing

When you have dual licenses to provide foster care and child care in your home, you may have no more than 8 children including :

- ◆ Child Care licensed capacity
- ◆ Foster Care licensed capacity
- ◆ Related children under 17



Appropriate Care and Supervision

A caregiver must provide **appropriate care and supervision** at all times.

As the caregiver, you are:

- Accountable for everything that goes on in your home, even in your absence
- Responsible for providing a program that meets the developmental needs of children in care



What Is Appropriate Supervision?

- Knowing where each child is and what activity is going on
- Being close enough to children to provide a safe environment
- Being awake, even when children are napping
- Directly supervising children at all times when children are in or around water





What Factors Are Involved In Supervision?

- Ages of children
- Number of children
- Activities taking place
- Special needs of children
- Layout and area of the house and premises (e.g. "blind" spots)
- Transporting children or leaving the house/premises



Discipline

- Care givers must develop a written discipline policy outlining positive and age appropriate methods of discipline
- Caregiver must review with a parent the methods of child handling/discipline used
- Parents must be provided a copy of the discipline policy and sign a **Child in Care Statement** verifying receipt of this policy



Prohibited Forms of Discipline

- Use of physical force or any form of corporal punishment, including spanking
- Restricting a child's movement by binding or tying
- Using mental or emotional cruelty
- Withholding necessary food, rest, or toilet use
- Confining in an area such as a closet or locked room



Daily Activity Program

Daily routine and activities should include:

- Active and quiet play
- Indoor and outdoor play
- Rest or sleep or both
- Meals and snacks
- 30 minutes of language & literacy experience per day
- Early math & science experiences





Requirements for Water Activities

- All water hazards must be protected by a 4 ft. high barrier
- Rescue equipment and working telephone readily accessible
- Wading pools must be emptied and cleaned after each play period, when dirty or contaminated, or when not in use
- Written parental permission for:
 - On-site water activities (required seasonally)
 - Off-site water activities (required prior to each event)



Water Activity: Adult to Child Ratio

- 1 to 1 ratio for children under 3 while they are in the water (except wading pools)
- 1 to 6 ratio for children over 3 in the water
- A caregiver may not supervise both a group of children in the water and a group of children out of the water
- An additional caregiver is needed when groups of children are simultaneously engaged in activities both in and out of the water
- All hot tubs/spas must have a locked hard cover at all times while children are in care



Prohibited Activity

- Not more than two hours a day of TV, video or movies
- No programs with violent or adult content, including soap operas
- Electronic devices and computer use shall be appropriate for children





Play Equipment



- Trampolines and mini-tramps are prohibited
- All-terrain vehicles and other motorized vehicles are prohibited
- All outdoor play equipment over 30" must have appropriate surfacing material and:
 - Not placed on concrete, asphalt, or hard packed dirt/grass
 - 6 feet from other play structures or obstacles



Play Equipment and Materials

No equipment, materials, or furnishings can be used that have been identified by the U.S. Consumer Product Safety Commission as being hazardous or unsafe.

Lists of these can be found at:

- **The Child Day Care web site**
- **Michigan Child Care Matters publication**
- **Consumer Product Safety Commission (CPSC) web site: www.cpsc.gov**



Infant Sleeping

Rules/guidelines for sleeping infants:

- Infants up to 12 months must be initially placed to sleep or rest on their backs in ONLY a crib or porta-crib
- Inappropriate sleeping equipment includes, but is not limited to:
 - ◆ Swings
 - ◆ Car seats
 - ◆ Bouncy seats
 - ◆ Bean bags
 - ◆ Any adult bed



Infant Sleeping

- A physician's written statement is needed if infants are unable to sleep on their backs due to disability or medical condition
- Tight fitting mattress and sheets must be used in cribs
- No bumper pads or soft toys may be in the crib (handout)
- Blankets, if used, must be lightweight and tucked in along the sides and foot of the mattress; no higher than the infants chest



Infant Sleeping

- No blankets may be placed over cribs or porta-cribs
- Monitor infants breathing, sleep position, bedding and possible signs of distress (recommend every 15 minutes)
- Infant monitors and video surveillance may not be used in place face to face monitoring



Diapering

- Designated changing area
- Exclusively for changing wet/soiled diapers and underwear
- Nonabsorbent, easily sanitized surface with changing pad
- Cleaned and sanitized after each use



Telephone

- A working telephone shall be accessible on the premises
- A corded land-line phone must be accessible in case of electrical failure
- Cordless, cellular, or broadband phones may be used in addition to a land-line phone





Food Preparation & Service

- Food offered at least every 4 hours except when children are asleep
- Drinking water available at all times
- Children encouraged, but not required, to taste new foods
- Beverage containers not allowed in beds or while walking around or playing



Food Preparation & Service

- Food served individually/family style must be discarded at the end of the meal
- Infants/toddlers may not be served foods that may cause choking (popcorn, grapes, hot dogs...)
- Food brought by parents must be labeled with child's name and refrigerated if necessary



Food Preparation & Service

- Bottles labeled with child's name and date
- Contents of bottle discarded when:
 - Feeding period exceeds 1 hour
 - Unrefrigerated for more than 1 hour
- Bottle propping prohibited





Exits

- Each floor used for child care must have two remote well-lit exits (including basements)
- One exit must go directly to ground level
- Any lock that requires a key to disengage from the interior may not be used



Window Exits

If you must use a window as an exit--

- The window must have an “exit” sign
- The window must be easy to open
- Must be accessible to children and caregiving staff
- The basement window opening must be large enough for everyone to exit
 - ◆ At least 20 inches wide
 - ◆ At least 24 inches high
 - ◆ 5 sq. ft. minimum area
 - ◆ 44 inches off floor
- Steps/platforms must be permanently secured to the wall or floor



Hazards

- Locks on cupboards & cabinets containing hazardous items (ex. knives, cleaning supplies, medicines, etc.)
- Safety gates or doors at tops and/or bottom of stairways accessible to young children (avoid old “accordion” type)
- Burning candles may not be used except for birthdays or religious celebrations
- Stairs with 3 steps, or over 24” must have railing

R400.1932





Home Maintenance Safe Environment

- Structure, premises, and furnishings of a child care home shall be in good repair and maintained in a clean, safe, and comfortable condition
- No flaking or deteriorating paint on interior surfaces or exterior surfaces accessible to children (toys, equipment, etc.)
- Notification of pesticide and fertilizer treatment





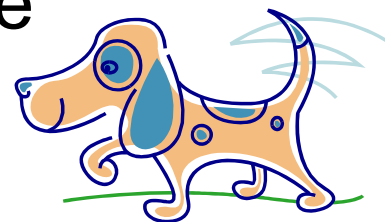
Firearms

- Firearms must be unloaded and stored in a secure, safe, locked location
- Ammunition must be stored in a separate locked location
- Firearms shall not be traded or sold when children are in care



Animals and Pets

- Notify parents of pets in the home
- Children supervised when they interact with pets
- Animals/pets that are potentially aggressive or are in poor health must be separated from children
- Animals and pets not allowed in the kitchen during snacks and meals
- Pet toys, food, litter boxes inaccessible to children



R400.1936



Safe Environment

- Hot water may not exceed 120°F
- Temperature in home shall be at least 65°F
- Measures shall be taken to cool children when temp exceeds 82°F

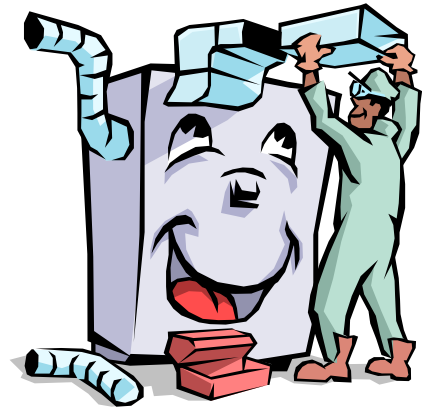


R400.1933, 1934



Furnace Inspections

An inspection of a fuel fired (gas) furnace and water heater is required before a certificate of registration or license is issued and at the time of each renewal



R400.1941



Fire Safety - Combustibles

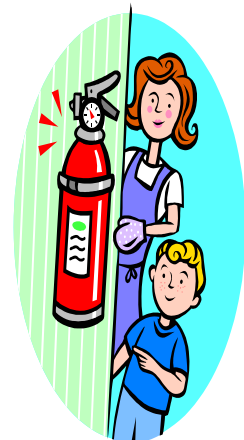
- Combustibles 4 feet from furnace and gas hot water heaters
- If area near furnace/hot water heater is used for care, the heat producing equipment must be shielded to prevent burns
- Portable heating devices shall not be used while children are in care



Home Maintenance Safe Environment

- **FIRE SAFETY**

- Working smoke detectors on each floor and all areas used for children to sleep
- A **2A-10 BC** fire extinguisher must be mounted on each floor approved for child care



- **CARBON MONOXIDE** detector is required to be placed on all levels approved for child care
- **RADON** - All basements used for child care shall have levels of radon gas not to exceed 4 Pico curies/liter of air, and the results documented



Emergency Drills

- Fire drills - every month
- Tornado drills – once a month from April-October
- Maintain drill logs
- Practice fire drills using each exit



Emergency Plans

- All emergency plans must be written and posted for fire, tornado, and serious accidents
- Plans for water emergencies must be posted if water hazards are present
- Diagram of each room used showing exits is recommended

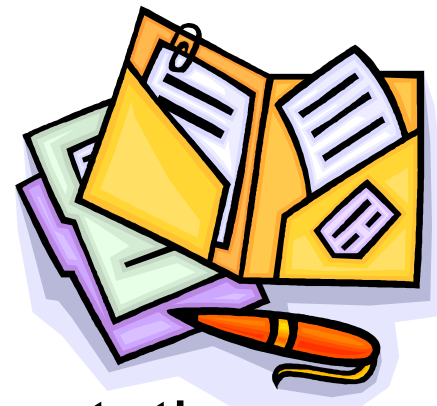




Children's Records

Must include the following:

- Child in Care Statement
- Child Information cards
- Medication permission/documentation
- Permission slips for:
 - ◆ Routine transportation (annually)
 - ◆ Field trips using vehicles
- Attendance – including arrival/departure times





Caregiver Records

Caregivers must maintain the following:

- Physicians statement of health
- TB test verification
- Documentation of Livescan fingerprint clearance
- Verification of suitability if mental health services have been received during the last 2 years





Household Member Records

Caregiver must maintain the following records for **each** member of the household:

- TB test for members of the household 14 years of age and older
- Criminal record check and CPS clearance for members of the household 18 years of age and older

Note: Caregivers must notify licensing consultant of **ANY** new household members.



Reporting to the Department

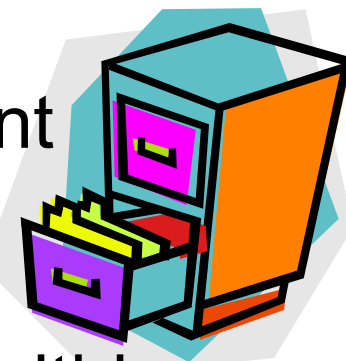
- Report to the department within 3 business days after:
 - Caregiver has been arraigned on certain offenses
 - An employee or a person over 18 years of age residing in the home has been arraigned on certain offenses
- Failure to report to the department may result in further criminal charges



Records for Caregiving Staff

Caregiver must maintain the following for each assistant caregiver:

- Name, address, and telephone number
- A signed statement certifying that the assistant caregiver has no prior or current involvement in child abuse/neglect
- A signed statement certifying that the assistant caregiver has no convictions (within 10 years) involving harm or threatened harm
- Physician's statement of health
- T.B. test results



R400.1906



Records for Caregiving Staff

Caregiver must maintain the following for each assistant caregiver:

- CPS clearance completed by DHS
- A signed statement that assistant caregiving staff is aware of child protection law
(Handout: signed statement by all caregivers)
- Annual training hours

Records must be maintained for four years after staff member is no longer employed



Transportation



All persons in vehicle shall be properly restrained.

When transporting children:

- Any driver must be an adult
- Vehicles must be in good working condition
- Child information cards must be carried
- The vehicle must have a first aid kit
- Written permission slips must be carried
- Parents must be notified when the driver is someone other than caregiving staff

Children cannot be left in vehicle alone or with attending minors



Completing the Licensing or Registration Process



When in compliance with all of the rules:

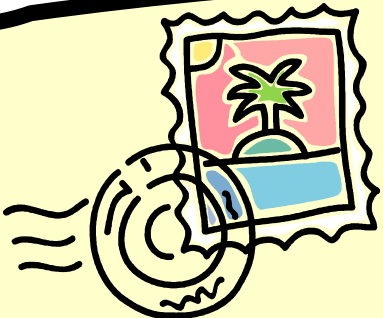
- The family home applicant completes and signs the Statement of Registration and sends it to Lansing

- The group home applicant contacts his/her licensing consultant to schedule an initial inspection





Completing the Licensing or Registration Process

Department of Human Services 
Bureau of Children and Adult Licensing
Licensing Unit
PO Box 30650
Lansing, MI 48909-8150



90 Day Inspection: Family Child Care Homes

Original Inspection: Group Child Care Homes

The licensing consultant will:

- Tour the entire home (ALL rooms) and the outside areas
- Assess and approve all areas to be used by children
- Review rules





90 Day Inspection: Family Child Care Homes

Original Inspection: Group Child Care Homes

Some of the areas a licensing consultant may assess include:

- Daily programming
- Sufficient equipment
- Review of records
- Diapering and sleeping areas,
- Overall safety
- Properly mounted fire extinguishers
- Testing of smoke detectors
- Emergency plans posted
- May have fire drill conducted if care in basement





Child Care Licensing Web Site

www.michigan.gov/dhslicensing

- Rules
- Technical assistance & consultation
- Publications
- Forms

